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**From:** McCue, Terry (DPH)  
**Sent:** Thursday, March 03, 2011 3:27 PM  
**To:** Dyke, Edmund (DPH); Aird, Renee (DPH); Albright, Anita (DPH); Anderka, Marlene (DPH); Arguedas, Maria (DPH); Bartlett, Cheryl; Benham, Ron (DPH); Bergeron-Naper, Mark (DPH); Bergstrom, Jim (DPH); Bernard, Cheryl (DPH); Bethel, Lynn (DPH); Bettencourt, Maria; Botticelli, Michael (DPH); Bousaid, Dahlia (DPH); Broughton, Sandra (DPH); Burch, Joe (DPH); Carr, Bob (DPH); Carrow, Grant (DPH); Christie, Anita; Clark, Mary (DPH); Cochran, Jennifer (DPH); Cole, Brenda (DPH); Collins, Debora (DPH); Conboy, Nancy (DPH); Condon, Suzanne (DPH); Cranston, Kevin (DPH); Daake, Elizabeth (DPH); Davis, Letitia (DPH); Diamond, Marci (DPH); Diop, Hafsatou (DPH); Downs, Karin (DPH); Dunn, Ceci (DPH); Dyck, Julia (DPH); Dyer, Sharon (DPH); Epstein, Andy (DPH); Etkind, Sue (DPH); Farrell, Janet (DPH); Farrell-O'Reilly, Christine (DPH); Fukuda, Dawn (DPH); Golden, Kristin (DPH); Grasso, Carol (DPH); Gustus, Toni (DPH); Hackman, Holly (DPH); Han, Linda (DPH); Hanchett, Andrew; Hause, Judy (DPH); Hawk, Elena (DPH); Herr-Zaya, Kathleen (DPH); High, Alicia (DPH); Hobbs, Sylvia (DPH); Holmlund, Alan (DPH); Hsu, Katherine (DPH); Hume, Beth (DPH); Hunter, Paul (DPH); Joe Purtell; Kathy Foell; Keithly, Lois (DPH); Kelly, Rodd A; Kludt, Patricia (DPH); Lafontant, Latania; Lambert, Debra (DPH); Lett, Susan (DPH); Manley, Jennifer (DPH); Martha Steele; Maswoswe, Wrights (DPH); McCauley, Philip (DPH); McCue, Terry (DPH); McDonald, Timothy; McDonough, John J (DPH); McElligott, Cathleen (DPH); McNamara, Ann (DPH); Merriam, Gail (DPH); Messenger, Kathy; Mirabassi, Janice (DPH); Nagy, Beth (DPH); Nelson, Heather; Nordstrom, Chris; Ojamaa, Lea (DPH); Okeefe, Jerry (DPH); Ozonoff, Torie (DPH); Pavlos, Carlene (DPH); Pierre, Snaltze (DPH); Pressman, Karen (DPH); Pryme, Corine (DPH); Remondi, Sheila; Riley, Stancel (MED); Rockwell, Annette (DPH); Roper, Kate (DPH); Round, Margaret; Simpson May, Georgia (DPH); Smock, Laura; Sullivan, Eileen M; Telian, Alana; Woodford, MaryLou (DPH); Zotter, Jean (DPH)  
**Subject:** Grant Conference

For those of you who attended the Grant Conference this morning, you might recall that I stressed the importance of monitoring encumbrances and expenditures, and using the correct budget period for payments during the Accounting segment. The Accounting Homepage includes many useful sections as they relate to Federal Grants, particularly **ARRA, Federal Grants, the Internal Control Plan, and Accounting Reports**. Accounting Reports contain both the Encumbrance/Expenditure reports and the Program Code List.

The Encumbrance/Expenditure reports are available in both Excel and report format and are segregated by bureau. We have drilled down further by making a distinction between the MM object codes, the PP object codes and the lower-sub object codes (these are mostly your vendor payments). You can also see those providers/vendors that have not yet billed against an encumbrance. These reports are updated weekly and should be a helpful tool in the grant management process.

The Federal Program Code List should provide some very useful information and can be found in the Federal Grants Report folder (located within the Accounting Reports folder).

The Accounting Homepage can be accessed through the DPH intranet site:  
<http://healthnet.dph.state.ma.us/bureaus/accounting/reports.htm>. For those of you that have access to the S drive, you can link directly to the Accounting Reports folder from there.

Please don't hesitate to contact me with any questions,  
Terry

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